

LINDA LINGLE  
GOVERNOR OF HAWAII



RUSS K. SAITO  
COMPTROLLER  
KATHLEEN THOMASON  
DEPUTY DIRECTOR

STATE OF HAWAII  
WIRELESS ENHANCED 911 BOARD

WIRELESS ENHANCED 911 BOARD

June 30, 2005  
10:00 a.m.

Department of Accounting and General Services  
Comptroller's Conference Room 410  
Kalanimoku Building  
1151 Punchbowl Street  
Honolulu, Hawaii 96813

AGENDA

- I. Call to order
- II. Review of minutes
- III. Committee Updates by Chairs
  - a. Finance Committee
  - b. Technical Committee
  - c. Policies and Objectives Committee
  - d. Administration Committee
- IV. Election of Vice Chair
- V. Discussion on Process to Select and Responsibilities of a Consultant to Perform the Duties of an Executive Director
- V. Announcements
- VI. Next meeting date
- VII. Adjournment

Wireless Enhanced 911 Board  
Minutes of June 30, 2005 Meeting  
June 30, 2005

Board Members in Attendance: Peter Jaeger, Roy Irei, Paul Ferreira, Milton Matsuoka, John Cole, Jeff Yamane, Gordon Bruce. Staff in attendance: Kerry Yoneshige (Department of Accounting and General Services), Lt. Charles Chong (Honolulu Police Department), Patricia Ohara (Department of the Attorney General), Tommy Takeshita (Maui Police Department).

1. The Chair called the meeting to order at 10:10 a.m.
2. The Chair reported that he had the proxies for board members Dexter Takashima and Joel Matsunaga.
3. The minutes of the May 27, 2005 board meeting were approved.
4. Finance Committee Report
  - Account signatories have been updated with the Chair's and Finance Chair's signatures.
5. Technical Committee
  - Intrado was awarded the professional services contract for the Wireless E-911 Grant. The award was posted on the State Procurement Office's website and a copy of the web page was distributed to board members.
  - Intrado's only certification missing is the tax clearance. After that is received, the contract can be completed.
  - A kick off meeting with Intrado via conference call of technical staff from the wireless carriers and the Public Safety Answering Points (PSAP) will be scheduled for the week of July 4<sup>th</sup>.
  - Maui enhanced wireless 911 service will include Maui and Molokai.
  - Challenges facing implementation of wireless enhanced service on Maui.
    1. PSAPs statewide agreeing to use "Format 4" for 911 call data stream.
    2. Funding for purchase of additional six answering stations.  
Funding for the answering stations will come from Wireless E-911 Grant which provides \$200,000 for equipment requirements.
    3. Approval for Maui County Chief Procurement Officer for Sole Source or Procurement Exemption to acquire the stations from the current vendor.
    4. Addressing all challenges for end of July implementation.
  - Governor's appearance will be scheduled approximately two weeks after implementation on Maui in early August.
  - T-Mobile and Cingular implementations of enhanced wireless service will be by the October 2005.
  - Oahu primary PSAP is the Honolulu Police Department.

6. Policy Committee: Will draft policy for disbursement of Wireless E-911 Grant funds to be approved at next meeting. The Committee is also looking at other policies which need to be adopted relative to the Wireless Enhanced 911 Fund in the area of reimbursements.
7. Administrative Committee: After June 30, 2005, the Department of Health (DOH) board member will be replaced by the Comptroller. The DOH board member, Roger McKeague had been the Committee chair. With his departure, Paul Ferreira will head the Committee and begin the process to select a consultant to perform the duties of an Executive Director and execute the operating requirements of the Board.
8. Gordon Bruce was nominated to be Vice Chair and the majority of the members voted in favor of the nomination.
9. The Administrative Committee Chair, Paul Ferreira will be joined by Pete Jaeger, Richie Nakashima, and Roy Irei in the selection of the consultant to perform the responsibilities of the Executive Director and to run the daily operations of the Board. The next step will be to develop specifications for the Request for Proposal.
10. The Board agreed to meet on the last Friday of every month. The exception will be a special Board meeting on Friday, July 8 at 10:00 a.m. to approve a policy on the disbursement of funds from the Wireless E-911 Grant.
11. Meeting was adjourned at 11:55 a.m.

**Wireless Enhanced 911 Board  
Summary of Accounting, Audit, Legislative,  
Grant, Budget, and Records Reporting Requirements**

Type	Description	Due Date
Accounting	Report of Funds Not Deposited in the State Treasury	15 days after the end of quarter
	Journal Voucher for Report of Funds Not Deposited in the State Treasury	15 days after the end of quarter
Audit	Audit Report	Every 2 years, no due date but first report should be completed by Sept. 30, 2006
Legislative	Annual Report, Act 159/SLH 2004	Due to ASO on Nov. 15 of every year, due to Legis. 20 days before session
	Annual Report on Goals, Objectives, and Policies	Due to ASO on Oct. 15 of every year, due to Legis. 20 days before session
PSAP Readiness Fund Grant	Quarterly Expense Report	45 days after the end of quarter
	Annual Report	No sooner than Feb. 4, 2006 & no later than May 4, 2006
	Audit Report	No due date, but should be completed by Sept. 30, 2006
	Grant Information In Periodic Public Reports	No due date
Budget	Special Fund Assessments Pursuant to Sections 36-27 & 36-30, HRS *	Estimates for 8 years due July 15 of every year, payments to the DB&F due on a quarterly basis
	Update of Revenue Estimates	Varies, 3 times a year
	BJ Tables Update *	Approx. May 15 of every year
	Operational Expenditure Plan & Program Narrative *	Approx. July 15 of every year
	Organizational Charts & Functional Statements	Approx. Aug. 1 of every year
	Biennium/Supplemental Budget Request *	Approx. Sept. 15 of every year
	Variance Report *	Approx. Oct. 15 of every year
	Program Narrative for Biennium/Supplemental Budget Request *	Approx. Nov. 15 of every year
	Report on Non-General Fund Information	Approx. Nov. 15 of every year
	Legislative Budget Testimonies *	Approx. Dec. 15 of every year
	Performance Measures (every two years) *	Approx. June 30, 2006
Public Records Report	Records Report System (RRS)	July 1 of every year

\* Not required if the special fund was converted to a non-appropriated trust fund.

## **Wireless Enhanced 911 Board Accounting Reporting and Audit Requirements**

### **Accounting Reporting**

In accordance with Section 40-81, HRS, a quarterly report is due 15 days after the end of a quarter to the State Comptroller. The Report of Funds Not Deposited in the State Treasury must contain the following information:

1. Title of Fund
2. Beginning balance of fund at beginning of quarter
3. Amount received during the period by source of receipt
4. Amount expended during the period by object of expenditure
5. Amount transferred between funds held outside of the state treasury during this period
6. Ending balance of fund at end of quarter

A Journal Voucher, SAFORM A-27, reflecting the financial activities of the fund must accompany the quarterly report.

### **Audit Requirements**

The Board is required to select and hire an independent third party to audit the fund every two years to determine whether the fund is being managed in accordance with Act 159/SLH 2004. The Board may use the audit to determine whether the amount of the surcharge assessed on each commercial mobile radio service connection is required to be adjusted. The auditor should be hired in the summer of 2006 to audit the fiscal two-year period of July 1, 2004 to June 30, 2006.

Since the PSAP Readiness Fund Grant will end on February 4, 2006 and they have an additional three months to May 4, 2006, (15 months following the effective date) to complete the final report, the Board should also have the auditors perform a comprehensive audit of the grant to ensure that grant funds were used properly. The Board should check with the PSAP Readiness Fund to determine the due date of the audit report.

## **Wireless Enhanced 911 Board Legislative Reporting Requirements**

### Annual Report

Pursuant to Act 159/SLH 2004, the Board shall submit an annual report to the Legislature, 20 days prior to the convening of the Legislative session. The report should be submitted to the Governor's Office for their review and approval through the State Comptroller on December 1. This report is due to the Administrative Services Office on November 15 of every year and should contain the following information:

1. The total aggregate surcharge collected by the State in the last fiscal year
2. The amount of disbursement from the fund
3. The recipient of each disbursement and a description of the project for which the money was disbursed
4. The conditions, if any, place by the Board on disbursements from the fund
5. The planned expenditures from the fund in the next fiscal year
6. The amount of any unexpended funds carried forward for the next fiscal year
7. A cost study to guide the Legislature towards necessary adjustments to the fund and the monthly surcharge
8. A progress report of jurisdictional readiness for wireless E911 services, including public safety answering points, wireless providers, and wireline providers. The report shall include the status of requirements outlined in the FCC Order 94-102 and subsequent supporting orders related to phase I and phase II wireless 911 services.

### Department's Goals, Objectives, and Policies

Act 100, SLH 1999, requires the Board to develop and submit an annual report for the fiscal year 2005 (July 1, 2004 to June 30, 2005) on the program's goals and objectives, policies, action plan, and timetable to meet those goals, including the process to measure achievement and performance to the Legislature, 20 days prior to the convening of the Legislative session. This report is due to the Administrative Services Office on October 15 of every year and should contain the following information:

- I. Goal
- II. Objectives and Policies
- III. Action Plan with Timetable
  - Past Year Accomplishment
  - One Year
  - Two Years
  - Five Years
- IV. Performance Measures
  - Customer Satisfaction measure
  - Program Standard measure
  - Cost Effectiveness measure

**Wireless Enhanced 911 Board  
Grant Reporting Requirements (PSAP Readiness Fund)**

Submit to The PSAP Readiness Fund (the Organization) the following:

1. Within forty-five (45) days following the end of each quarter during the 12-month period following the effective date, quarterly expense reports describing the amount and purpose of Grant funds expended during the previous three month period as well as a narrative update on the progress toward the goals and obligations set forth in the grant letter.
2. No earlier than one (1) year and no later than fifteen (15) months following the effective date of the grant (February 4, 2005) a narrative report describing what was accomplished by the expenditure of funds in support of the grant deliverables.
3. As soon as the audit is completed, provide copies of its independently audited financial statements covering the grant period and proper application of grant funds.

Include information on this Grant in its periodic public reports.

**Wireless Enhanced 911 Board**  
**Department of Budget and Finance (DB&F) Requirements**

Special Fund Assessments Pursuant to Sections 36-27 and 36-30, HRS – Estimates for the Period 2005 - 2012 Due to ASO Approx. July 15 of every year, Payment to DB&F due every quarter

The Director of DB&F for the purpose of defraying the prorated estimate of central service expenses of government in relation to all special funds, shall deduct 5% of all receipts collected by the special fund (Section 36-27, HRS). If the Board receives revenues amounting to \$6 million a year, the assessment will be \$300,000 (\$6M X 5%). Additionally, there is a special fund reimbursement to the state general fund for departmental administrative expenses. This assessment is to cover the pro rata share of the administrative expenses incurred by the Department responsible for the operations of the special fund (Section 36-30, HRS). Currently the percentage which is calculated on an annual basis is 2.33% of the special fund expenditures. If the Board expended \$6 million a year, the assessment will be \$139,800 (\$6M X 2.33%). For planning purposes, DB&F requires an eight year estimate of the amounts of Central Services Assessment and Departmental Administrative Assessment that will be transferred into the state general funds. Forms CSA-1 and AA-1 must be completed by July 15. The Board must issue a check to pay the assessments on a quarterly basis to DB&F. Note: Even though the special fund is outside of the state treasury, the special fund is subject to these assessments. The assessments would not apply if we submitted legislation to convert the special fund to a trust fund or requested specific exemption from Section 36-27 and 36-30, HRS.

Update of Revenue Estimates – Due Date Varies, Assignment Due About 3 Times a Year

The DB&F compiles and reports the State's revenues to the Council of Revenues as required by Section 37-111, HRS. The Council submits its projections of tax and non-tax revenues to the Governor and the Legislature for their use in making budget decisions. For the special fund outside of state treasury account, the Board must provide a quarterly breakdown by source codes of the revenues collected for the past year and a projection of revenues to be collected for the next 7 fiscal years.

BJ Tables Update – Due Date Approx. May 15 of every year

The budget tables that comprise the approved operating fund budget must be updated on an annual basis to reflect in detail by object of expenditure line items how the program intends to expend its funds.

Operational Expenditure Plan and Program Narrative – Due Date Approx. July 15 of every year

In accordance with Section 37-32, HRS, an estimated four quarter expenditure plan must be prepared and submitted to the Administrative Services Office so that an A-19, Request for Allotment can be prepared. The four quarterly allotment periods are divided by the first days of July, October, January, and April. A separate narrative page indicating program objectives and activities as related to the program expenditure plan is also required.



Organizational Charts and Functional Statements – Due Date Approx. August 1 of every year

Since there are no personnel positions in the program, the organizational chart will be prepared by the Administrative Services Office. The Board will be attached to DAGS for administrative purposes. A functional statement is required for the Board. The overall statement will consist of a brief introduction and a series of specific statements describing how the Board will accomplish its mission and program objectives.

Biennium/Supplemental Budget Request – Due Date Approx. Sept. 15, 2005 for Supplemental Budget Request

The necessary forms must be prepared if the Board decides to make any changes to the appropriation ceiling and/or means of financing (conversion from special fund to trust fund) for the fiscal year 2007 (July 1, 2006 to June 30, 2007). The 2005 Legislature has approved the special fund ceiling of \$6.5 million for 2007.

Variance Report – Due Date Approx. October 15 of every year

Pursuant to Section 37-75, HRS, the Governor is required to submit an annual Variance Report to the Legislature 30 days before the start of each regular session. The report compares the current and next fiscal years' actual vs. the budgeted expenditures, actual permanent positions that are filled vs. the budgeted position counts, and the program performance measures. Currently the Board doesn't have any measures. The measures would have to be developed by June 30, 2006 for the next biennium budget period 2007 – 2009.

Program Narrative for Biennium/Supplemental Budget – Due Date Approx. November 15 of every year

The program narrative is required during the biennium budget years and also for the supplemental budget years if a budget request is approved by the Governor. The narrative should include a Statement of the Program Objectives, Description of the Request, Description of Activities Performed, Statement of Key Policies Pursued, Discussion of Program Revenue, etc.

Report on Non-General Fund Information – Due Date Approx. November 15 of every year

In accordance with Section 37-47, HRS, an annual report on non-general funds must be prepared to include the beginning balance, revenues, expenditures, adjustments if any, and ending cash balance for the current and following fiscal year. This report is coordinated by the DB&F and is subsequently submitted to the Legislature.

Legislative Budget Testimonies – Due Date Approx. December 15 of every year

Written testimonies have to be prepared annually in the prescribed format for the budget briefings with the appropriate House and Senate committees. At a minimum, testimonies must be prepared for the House Committee on Finance and Senate Committee on Ways and Means.

Performance Measures – Due Date Approx. June 30, 2006

In preparation of the next biennium budget period July 1, 2007 to June 30, 2009, the Board will be required to develop performance measures that indicate efficiency and program effectiveness. The program is evaluated on an annual basis via the Variance Report (see above).

**Wireless Enhanced 911 Board**  
**Office of the Lieutenant Governor, Office of Information Practices (OIP)**  
**Requirements**

Public Records Report

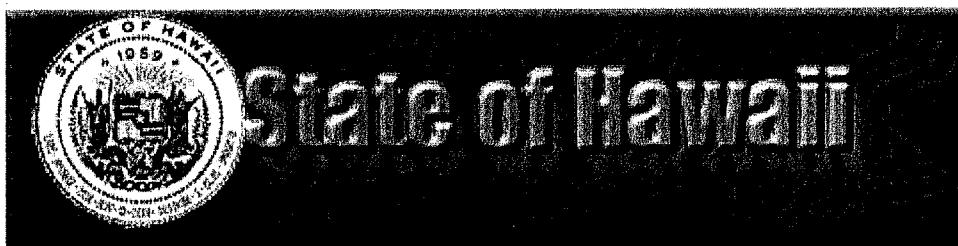
The Records Report System (RRS) was developed in 1993 to comply with a legislative mandate, Section 92F-18(b), HRS. That part of the Uniform Information Practices Act (UIPA), Hawaii's public records law, requires State and County government agencies to make a public report describing the records they maintain. The RRS lists only the record titles and does not contain the actual individual records. Pursuant to Section 92F-18(c), HRS, the public report (the RRS) must be updated on or before July 1 of every year, to ensure that the records information remains accurate and complete. Each agency is required to file the supplemental, amended, or new report with the OIP which makes the reports available for public inspection via the RRS.

Hawaii Enhanced 911 Board Meeting  
June 30, 2005

Technical Committee Report- Pete Jaeger Chairman

1. Grant consultant awarded to Intrado.
  - a. Posted the Professional Services award on the web site <http://www4.hawaii.gov/professionalservices/ShowProf.cfm> on June 15.
  - b. Conducted a prekickoff call on June 29 with Wes Horn, Tina Metivier, Ben Goodloe.
  - c. Final step is tax clearance/ then contact execution.
  - d. Follow up meeting with all PSAPs and Wireless carriers designate to be scheduled the week of July 4. Need to provide an email list to Tina to schedule.
  - e. Prioritize PSAP visits. Suggested the following order: Maui, Lanai, Molokai, Oahu, Pearl Harbor, Hickam, Kauai, and Hawaii County
2. Nextel Partners is continuing process to implement Phase II services for Maui County.
  - **Tentative Deployment Plan for deployment week of July 25th**
  - Monday, July 25th-NPI internal training on 911 and preparation for deployment.
  - Tuesday, July 26th- Deploy island of Lanai 3 sites 5 sectors.
  - Wednesday, July 27th Deploy Island of Maui (Day 1).
  - Thursday, July 28th Deploy Island of Maui (Day 2).
  - Friday, July 29th Planned alternate deployment day ,PSAP training, or extended testing if needed.
3. Sprint will be doing a handset implementation and will be compliant.
4. No update from Verizon

Respectably submitted by Pete Jaeger



**State & County Professional Services Awards  
Additional Information  
Record Number: 3942**

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**Project Name:** Professional Consultant for Evaluation and Implementation of Enhanced 911 Services in Hawaii for the Wireless Enhanced 911 Board.

**Posting Date:** 2005-06-21 15:58:31.0

**Names Submitted for Selection:**

1. Cascadia PM
2. Computer Assurance
3. 911 Insight
4. Intrado
5. Gartner
6. IS Domain
7. RCC
8. iAccess
9. Ron Whinery and Associates
10. SSI Software Synergy 11. GWE

**Purchasing Agency:** Department of Accounting and General Services

**Category:** Miscellaneous Services

**Contact Name:** Pete Jaeger

**Contact Telephone Number:** 808-837-4222

**Contact E-Mail Address:** pete.jaeger@nextelpartners.com

**Name and Title of Official Making the Selection:** Roy Irei, Chairman, Wireless Enhanced 911 Board

**Relationship Between Principals and the Official Making the Selection:** NONE

**Review Committe Names:**

1. Pete Jaeger
2. Jeff Yamane
3. Milton Matsuoka
4. Dexter Takashima
5. Roy Irei

**Selection Committe Names:**

1. Pete Jaeger
  2. Jeff Yamane
  3. Milton Matsuoka
  4. Dexter Takashima
  5. Roy Irei
-

## Nextel Phase II Implementation Schedule for Maui County

Status	Task Item	Owner	Action	Update
Open	5	Jane Natayk	Hawaii Telecom and Hawaii PSAPs approve & implement new ALI format (wireline and wireless affected)	6/28/05- Format 4 has been decided to be used per Barclay Hall & Maui PD with potentially less effect on the CAD systems in the state. Honolulu 6/21/05-All PSAPs notified by Hawaii Telecom, PSAPs to get with their CAD vendors to determine when they can be available. Maui & Big Island have questions and are working with Hawaii Telecom to answer.
Open	11	Julie Barrow	Intrado loads IWG and associated steering databases loaded. Open Item until action 10 is complete.	6/29/05 Maui ESRK range is loaded and Lanai should be done by the next conference call. 6/28/05- Kathy Suratti & Betty Scallia from Verizon have been notified to load Maui ESRKs
Open	12	Bob Mortensen, & Jane Natayk	Nextel Partners E911 trunks to Hawaii selective routers Wailuku and Lanai installed and tested. Open Item.	6/28/05- Wailuku installed & Idle in the NPI switch. Lanai trunks are pending no HTU card in Lanai C.O. escalated to Nancy Deroo. 6/27/05-
Open	13	Tom Tochasita	Maui Police Department modify current CAD system to support mapping/ districts for Police, Fire, & Ambulance. Open Item to be complete prior to deployment.	6/21/05-Pending action 5
Open	14	Bob Mortensen, & Jane Natayk	Maui Police Department or Hawaii Telecom to provide Phase 0 routing Number for 2nd choice route should E911 trunks go down. Open Item.	6/21/05- Bob Mortensen to order dedicated backup trunks for Maui PD backup to the Punaho Tandem. Each PSAP deployed will require dedicated backup trunks.
Open	15	Rob Golden	Nextel Partners schedules the implementation of Phase 2 NCAS with Maui Police Department. Open Item.	6/28/05-Currently slotted for the week of July 25. Rob Golden to train local market and prepare MSC for support of P2 prior to arriving in Hawaii. See Internal P2 health check tab.
Closed	1	Rob Golden	Nextel Partners statewide Inventory submitted to Intrado by Nextel Partners.-Complete 04/21/2005	
Closed	2	Julie Barrow	Intrado submits call routing package to Maui Police Department. Complete 5/8/2005	
Closed	3	Sue Ferrier, & Steve Douglas	Intrado & Hawaii Telecom Datalink connectivity ordered. Complete 4/4/2005	
Closed	6	Sue Ferrier, & Steve Douglas	Intrado & Hawaii Telecom Datalink circuits installed. Complete MCI on 4/27, & Sprint on 5/5.	
Closed	7	Sue Ferrier, & Steve Douglas	Intrado & Hawaii Telecom Datalink established and layer 3 protocols tested.	6/21/05- Sue Ferrier to work with Hawaii Telecom internal rep at Intrado and Steve Douglas to coordinate. Layer 3 testing should take @ 1hour and Team has agreed to try to complete by next meeting
Closed	8	Bob Mortensen	Nextel Partners E911 trunks to Hawaii selective routers Wailuku and Lanai ordered.-Complete 05/09/2005	
Closed	9	Tom Tochasita	Maui Police Department approves call routing and sends back to Intrado. Open Item	Closed 6/28/05 Call routing returned to Intrado. 6/22/05 Tom sent call routing back to Intrado. 6/21/05- Tom Tochasita has questions about cell site information provided. Issue was an address that Tom didn't agree with and will readdress based on his wireline MSAG setup. (Do not change LAT/ Long to match address).
Closed	10	Julie Barrow, & Jane Natayk	Intrado orders ESRKs from Hawaii Telecom and requests ALI loads.	6/29/05 ESRKs obtained from Hawaii Telecom Maui range is: 808-511-3000/3099 and the Lanai range is: 808-511-6000 to 6039. 6/28/05-J 6/21/05- It was determined on this call that 1 ESRK block will be ordered for Lanai and 1 ESRK block will be ordered for Wailuku (Maui) 6/13/2005 order needs to go to Hawaii Telecom.
Closed	16	Tom Tochasita	Maui PD is concerned with amount of calls they are getting from Intrado and wanted to know if the effort could be centralized. New Open Item	
Closed	17	Rob Golden	Intrado/ Nextel Partners would like to understand why ESRK block are being established per Island. Newly Open Item	

## WIRELESS ENHANCED 911 BOARD

### POLICY ON DISBURSEMENT OF GRANT FUNDS

From time to time the Board may receive grants to assist it in its governmental purpose of deploying Phase II wireless E-911 service throughout the state. In order to disburse grant funds for expenditure by an entity other than the board, the board adopts the following policy:

1. **Request for disbursement of grant funds:** Any entity desiring disbursement of grant funds to cover eligible costs of deployment and implementation of wireless enhanced 911 services pursuant to chapter 138, HRS, must make a request to the board in writing that includes an expenditure plan and estimated costs.
2. **Approval and disbursement of grant funds:** The board's finance committee chair has the authority to approve a request for disbursement of grant funds and disburse such funds on behalf of the board, provided that every approval and disbursement is reported to the board at its next meeting.
3. **Accounting for disbursed grant funds:** Any entity receiving a disbursement of grant funds from the board shall submit a report to the board detailing its activities and expenditures of the funds for costs eligible under chapter 138, HRS, within 90 days of the disbursement. Documentation of all expenditures must accompany the report. If the purpose of the requested disbursement of grant funds is not completed within 90 the days, an interim report shall be submitted at that time to the board which includes a description of the activities and expenditures to date, and an estimate of the date of completion.

John E. Cole